

# CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) GARRISON TOWN HALL 29 May 2013

### **CPAC Training for IMCOM Employees**

Due to the possibility of a Reduction in Force (RIF) of the Installation Management Command (IMCOM) on Fort Riley, Kansas, it is imperative that employees in the competitive area review their Civilian Record Brief (CRB). The factors used in determining an employee's standing on the Retention Register for the RIF are found in Defense Civilian Personnel Data System (DCPDS). This CRB review will ensure the data in the (DCPDS) is accurate. Each employee will also need to provide the CPAC with his or her most recent resume for job placement opportunities.

#### **RIF TRAINING**

Classes will be conducted at the CPAC to explain the many facets of RIF, including an explanation of the information on CRBs, severance pay, veteran's preference, etc. Dates and times are:

Monday, June  $3^{rd}$ , -9-11 a.m. and 1-3 p.m. Tuesday, June  $4^{th}$ , 9-11 a.m. Wednesday, June  $5^{th}$ , 9-11 a.m. and 1-3 p.m. Thursday, June  $6^{th}$ , 1-3 p.m. Monday, June  $10^{th}$ , 9-11 a.m. and 1-3 p.m.

## **RESUME WRITING TRAINING**

Employees in the Fort Riley IMCOM competitive area should update their resume and email it to <u>usarmy.riley.chra-hqs.mbx.cpac@mail.mil</u> or bring it to the CPAC as soon as possible, but no later than 15 June 2013. The resume must include the employee's entire work experience/history, dates of employment (month & year) and hours worked per week in order to enable the HR Specialist to determine if the employee is qualified for placement in other positions within the competitive area.

Jeff Reade with Employee Readiness Program (ERP), will be conducting resume writing training at the CPAC. Please contact the CPAC at 785-239-6004 to register for these classes. Dates and times are:

Tuesday, June 4<sup>th</sup>, from 2-3:30 p.m. Thursday, June 6<sup>th</sup>, from 9-10:30 a.m.

#### CUT-OFF DATE FOR SUBMISSION OF CRB CHANGES/UPDATES AND RESUMES

All updates/corrections and resumes must be received in the CPAC no later than 15 June 2013. No updates/corrections or resumes will be accepted after that date.

After an employee has reviewed his or her CRB, if any updates/corrections are required, he or she should contact the CPAC to request an appointment to meet with an HR Specialist. The employee should bring a copy of the documents which will validate the request for an update to the CRB (i.e., DD -214, VA Disability Letter/SF-15, etc.).

**NOTE:** If you are a retired service member who served in a campaign or expedition for which a campaign badge or medal was authorized, you may be eligible to receive credit for such service for annual leave accrual and reduction in force (RIF) purposes. To determine if this service is creditable, retired military members must complete an SF-813, Verification of Military Retiree's Service in Non Wartime Campaigns or Expeditions. This can take up to 6 months for verification. If your DD-214 has these campaigns/expeditions and dates listed, an SF-813 may not be required. Please coordinate submission of the SF-813 through the CPAC.